#### **User Guide**

In this portal you can search specific ODA (Out of Delivery Areas) according to their Zip Codes and City Names by two different methods and can also view an updated pdf file for all Zip Codes and Cities where ODA and OPA Charges are applied.

#### 1. Single Search :

By Single Search Option, you can search a single specific Zip Code or City by selecting a country first, then enter its Zip Code or City Name and press the Search Button.

#### 2. Bulk Search :

If you want to search a large number of Zip Codes and/or Cities, you can download an Excel File Format from this portal, enter your data and then upload the same, after which you will find your required information.

#### 3. Zip-Code (Zip Codes/Cities List) :

By this option, you will be redirected to a link where an updated pdf file is available in which you can view a list of all Countries Zip Codes & Cities where ODA & OPA Charges are applied. You can download the file on your PC and can also search any Zip Code or City.

In the next few pages, you will find Step by Step Procedure for using this portal.

ZIP/CITY CODE FINDER   DATETIME : 26-05-2021 11:23 AM												
SINGLE SEARCH ZIP-CODE												
COUNTRY Select Country V ZIP/CITY CODE Search												
Click on Single Search for Searching a Single Zip Code or City.												

By Single Search Option, you can search a single specific Zip Code or City by selecting a country first, then enter its Zip Code or City Name and press the Search Button.

#### ZIP/CITY CODE FINDER | DATETIME : 26-05-2021 11:25 AM SINGLE SEARCH BULK SEARCH ZIP-CODE AFGHANISATAN ZIP/CITY CODE COUNTRY Search ¥ --- Select Country ---AFGHANISATAN ALBANIA ALGERIA AMERICAN SAMOA Select a Country from ANDORRA ANGOLA the List by clicking ANGUILLA here ANTIGUA ARGENTINA ARMENIA ARUBA You can scroll down the list or type AUSTRALIA the starting one or two Alphabets AUSTRIA of the country for quick selection. AZERBAIJAN B. VIRG. ISLAND BAHAMAS BAHRAIN BALTICS BANGLADESH Ŧ

ZIP/CITY CODE FINDER   DATETIME : 26-05-2021 11:25 AM												
SINGLE SEARCH	BULK SEARCH	ZIP-CODE										
Country	AUSTRALIA		~	ZIP/City Code	3379 Search							
					Enter the Zip Code or City Name here and then click on Search							

ZIP/CITY CODE FINDER   DATETIME : 26-05-2021 11:25 AM												
SINGLE SEARCH BULK SEARCH ZIP-CODE												
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COUNTRY CODE	Country Name	ZIP/CITY CODE	ODA-CHARGES (\$)									
AU	AUSTRALIA	3379	20 \$									

The details of your selected country as per its Zip Code or City Name will appear on the screen as per above example, including the Country Code, Country Name, Zip/City Code and ODA-Charges.

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Please make sure to Select Right Country and enter its Right Code, otherwise "No Data Found" error will occur or the wrong information may be shown because the Zip Codes may be similar for two or more countries.



If you want to search a large number of Zip Codes and/or Cities, you can download an Excel File Format from this portal, enter your data and then upload the same, after which you will find your required information.

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The downloaded file will look like this with three columns and some sample data. You can clear this data and can enter the actual country codes with City Codes and/or Zip Codes to which you would like to search. After Data Entry, save and close the file.

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COUNTRY CODE	COUNTRY NAME	ZIP/CITY CODE	ODA-CHARGES (\$)
AU	AUSTRALIA	3379	20.00\$
AU	AUSTRALIA	3380	20.00\$
AU	AUSTRALIA	3381	20.00\$
AU	AUSTRALIA	3384	20.00\$
AU	AUSTRALIA	3385	20.00\$
NZ	NEW ZEALAND	WIMBLEDON	20.00\$
NZ	NEW ZEALAND	WINCHESTER	20.00\$
NZ	NEW ZEALAND	WINCHMORE	20.00\$
NZ	NEW ZEALAND	WINDERMERE	20.00\$
NZ	NEW ZEALAND	WINGATUI	20.00\$
AF		654321	
AF		98454562	
BD		98754645	

All your entered Zip Codes and Cities will appear in the list with their respective Country Codes, Country Names and ODA Charges.

## Zip Codes / Cities List



By this option, you will be redirected to a link where an updated pdf file is available in which you can view a list of all Countries Zip Codes & Cities where ODA & OPA Charges are applied. You can download the file on your PC and can also search any Zip Code or City.

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